

HOLDING YOUR CDBG 1ST PUBLIC HEARING

It is **critical** that you hold your CDBG 1st Public Hearing **exactly** as described. Failure to do so at best will require you to re-hold it and at worst could jeopardize funding. **HUD has a zero tolerance policy in terms of 1st Public Hearing procedural mistakes!** Enforcement of this policy has been stepped up as of late.

Purpose of the 1st Public Hearing: To gain citizen input as to their needs and potential CDBG projects. A city/county may have a particular project in mind (this project can be identified during the hearing), however at this point they should be open to any project identified by the public and entertain sponsorship proposals from non-profit groups. Input from this hearing will be considered by the city/county's elected officials to determine which projects will be identified in the jurisdiction's Capital Improvement Plan (Consolidated Plan). All CDBG projects must be included in this plan.

Note to Non-profits: If the city/county is not planning on applying for CDBG funds themselves, it's likely that they will not be planning on holding the 1st Public Hearing. You should help them coordinate it and participate in the hearing by presenting your sponsorship proposal. Remember you must be sponsored by a City/County in order to apply.

When to Hold the Hearing: **NOW!** (It is best to hold your hearing prior to the "How To Apply Workshop" which is September 9th.)

Noticing the Hearing: You must publish a notice in a newspaper that has circulation in your City/County. The notice **MUST** be published a **minimum of 7 days** PRIOR to the hearing and no more than 14 days. You **MUST NOT** identify a specific project in the notice. Cities/Counties should make **extra effort** to notify Non-profit groups in their area of the hearing and encourage them to present their project. Publish as follows:

Community Development Block Grant (CDBG) 1st Public Hearing Notice CITY, TOWN, COUNTY will hold a public hearing to consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 2009. Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. The expected amount of CDBG funds for this Program Year will be discussed along with the range of projects eligible under this program and a review of previously funded projects. The hearing will begin at TIME on DATE - and will be held at LOCATION AND COMPLETE ADDRESS. Further information can be obtained by contacting POINT OF CONTACT at PHONE. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during hearing should notify POINT OF CONTACT at LOCATION AND COMPLETE ADDRESS at least three days prior to the hearing that will be attended.

Conducting the Hearing: It is **critical** that the hearing be conducted **exactly** as follows:

- 1) The Public Hearing should be opened for public input and introduction offered as to the hearing's purpose.
- 2) Ask those public (or non-profits) that are in attendance **specifically** for the Public Hearing to sign an attendance roll that includes name, address, phone etc.
- 3) **State the following information items for those in attendance:** *approximately \$690,000 is expected to be available in the Bear River Region for CDBG projects, \$412,000 of which will be available for projects to be rated and ranked, * all of the allocated funds must meet a HUD National Objective and benefit low/moderate (LMI) income individuals, * projects displacing LMI persons are not likely to receive funding, * identify the range of activities that may be undertaken with CDBG funds, i.e. affordable housing, community infrastructure projects
- 4) Receive public comment.

Documenting the Hearing: Submit the following with your application on December 5, 2008:

1) Detailed minutes! Approved minutes must be included that document the hearing. Be sure to include the statement of the four items listed under #3 of the section above. Here is a SAMPLE of how your minutes should read:

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner (**Name**) , opened the public hearing for the CDBG program and stated that, this hearing is being called to consider potential projects for which funding may be applied under the (**Grant Year**) Community Development Block Grant Program. It was explained that the grant money needed to be spent on projects benefitting primarily low and moderate income persons. The Bear River Region in which (**City/ County Name**) is a member, was expecting to receive approximately \$690,000 in this new program year. Projects that are likely to displace LMI individuals will not be accepted. All eligible activities which can be accomplished under this program are identified in an "eligible Grant Activities" handout that was made available to the public. Mayor/Commissioner (**Name**) then read several of the eligible activities listed including, (Examples such as: construction of public works and facilities, ie: water and sewer lines, fire stations, etc.). Mayor/Commissioner (**Name**) - indicated that in the past (**Name of Municipality**) has received (**Indicate number of grants and what they accomplished**). The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community. It was asked that anyone with questions, comments or suggestions throughout the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. Mr./Mrs. (**Name**) - asked if (**Suggestion**). Mayor/Commissioner - (**Name**) - responded to suggestion by stating that (**Response**). Mayor/Commissioner (**Name**), then opened the meeting up to further suggestions from the audience. Mr./Mrs. - (**Name**) said that (**Suggestion**). Mayor/Commissioner (**Name**), (**Response**). Mayor/Commissioner (**Name**) - then asked if there were any other suggestions? The hearing was adjourned at (**Time**).

2) Copy of the affidavit of public notice from the newspaper (or a clipped out newspaper copy).

3) List of those in attendance (City officials should be listed routinely in the minutes). If the names of the public that were attending for the CDBG hearing are not listed in the minutes, be sure to attach the sign-in list.

4) Elected officials can respond to public comments during the meeting. If a substantive response is not offered in the hearing, a written response must be sent to the individual within 15 working days. Please attach these responses if any.

PROCEDURAL ERRORS IN THE CONDUCT OF THE CDBG 1ST PUBLIC HEARING IS THE SINGLE MOST PROBLEMATIC ISSUE WITH CDBG APPLICATIONS! PLEASE INSURE THEY ARE DONE CORRECTLY THE FIRST TIME.

CDBG Second Public Hearing: If your project is awarded funding you will be required to conduct a CDBG Second Public Hearing to receive public comment on that specific project. Don't worry about this for now.